

6. Single Lot Development Plan

(See zoning ordinance [§ 78-202.6](#), Site Plans, Single Lot Development Plans and Building Location Surveys, especially [§ 78-202.6](#), (c)(4), Single Lot Development Plan, and [§ 78-513](#), Single Lot Development)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

Single Lot Development applications require the submission of a:

VDOT Chapter 527 Review Process Applicability Certification.

Please refer to the certification form with the Single Lot Development Plan application. The completed form must be notarized.

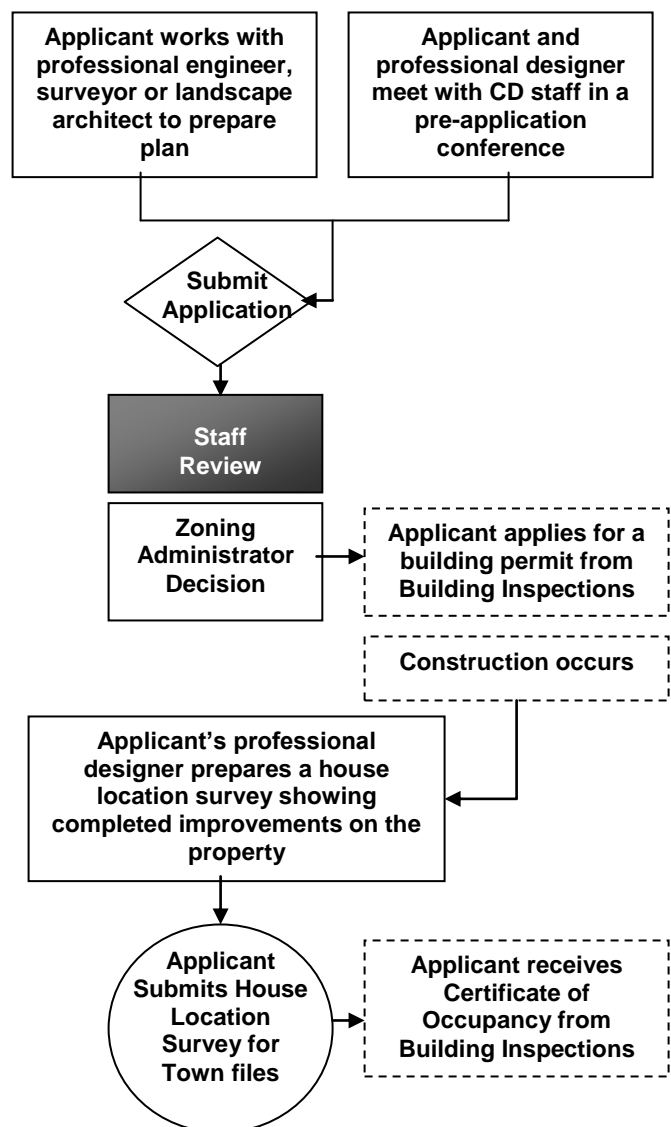
What is a Single Lot Development Plan?

Any development proposed within the town is subject to the town's zoning and subdivision regulations. Most development requires detailed review through a Site Plan review process (see User Guide #5. *Site Plan Review Procedures*.) Lot-by-lot development by individual homeowners for single-family detached homes or duplexes is eligible for simplified review and approval under a Single Lot Development Plan for:

- ☐ Construction of a new home
- ☐ Replacement of a home
- ☐ Enlargement of a home when the footprint of the enlargement is 750 square feet or more
- ☐ Construction, replacement or enlargement of an accessory building when the alteration is 750 square feet of floor area or more
- ☐ Land disturbance of 2,500 square feet or more, with or without any other construction

For certain improvements of less than 750 square feet, town review and approval may be required. See User Guide #32, *Building Location Survey*, or [§ 78-202.6\(c\)\(3\)](#), *Building Location Surveys*.

Single Lot Development Plan Review Process



What is involved in the review process?

A pre-application conference with a member of the Community Development staff is required to review the requirements and procedures for a Single Lot Development Plan.

The applicant must complete a Single Lot Development Plan application along with all information specified in [§ 78-201.3, Submittal Requirements](#), and [§ 78-202.6\(c\), Site Plans that May be Approved Administratively](#) (see attached Table). The Single Lot Development Plan must be prepared by a certified or licensed surveyor or engineer. In most cases, any application for a development approval or other permit must include the following items:

1. A completed application form provided by the town and signed by the owner(s) or owner's agent(s).
2. Payment of required fee(s) as indicated in [§ 78-201.3, Submittal Requirements](#).
3. A statement of authorization from a landowner or other party authorizing an agent to act upon their behalf (if applicable).
4. A statement indicating the date and time a pre-application conference was held with the town, as well as a list of participants in the conference.
5. A receipt or other documentation indicating that any delinquent taxes owed on lands subject to the application have been paid.
6. If the application requires a plan or drawing, it must be prepared in accordance with the following standards:
 - a. Site Plans, Single Lot Development Plans, Generalized Development Plans, Preliminary Subdivision Plans, and Subdivision Site Plans, plats, surveys, or any portion thereof, involving engineering, architecture, landscape architecture or land surveying, shall be prepared and certified respectively by an engineer, architect, landscape architect or land surveyor duly authorized by the state to practice as such.
 - b. Plans may be prepared in one or more sheets to show clearly the information required by this section and to facilitate the review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join.

- c. Single Lot Development Plans shall be prepared at a scale of one inch equals 30 feet or larger.
- d. Sheet size shall not exceed 24 by 36 inches. Profiles must be submitted on standard plan profile sheets.
- e. All lettering on plans shall not be less than one-tenth of an inch in height.
- f. All horizontal distances shown on plans shall be in feet and decimals of a foot to the closest 1/100 of a foot, and all bearings in degrees, minutes and seconds to the nearest ten seconds.
- g. All copies shall be clearly legible blue or black line copies.

If the applicant needs to correct any items after the staff review of the plan, the staff will provide the applicant with comments and required changes. Nine copies of the corrected plan should be submitted, along with:

- A Conservation Escrow and Escrow Agreement (form obtained from the Department of Community Development), and
- The fee for escrow agreement preparation.

Estimated completion time for the plan review process is a minimum of 45 days, dependent upon the quality of the submitted plan.

Development Standards

To be approved, the plan must comply with the provisions of [§ 78-513, Single Lot Development](#):

- (1) Development and redevelopment of lots shall include the provision of curb, gutter, sidewalk and on-site drainage improvements. A waiver from the Town Council may be requested and considered for the curb, gutter and sidewalk improvements if at least one of the following criteria is met:
 - (a) Provision of curb and gutter along the street would cause the subject property to become the only lot in the neighborhood with curb and gutter; or
 - (b) The street on which the subject property fronts is not on the town's plan for installation of curb and gutters.
- (2) In lieu of providing the curb, gutter, and sidewalk improvements, the applicant must make a cash contribution equivalent in value to the cost of installing

the improvements. After consultation with other Town staff, the Zoning Administrator will determine the value of the cash contribution using recognized standards.

- (3) Neither the cost of installing the improvements nor the value of the cash contribution will exceed five percent of the value of the sum of all other lot improvements.
- (4) Development will comply with the town's Public Facilities Manual (Section 1-16, *Standards for Public Improvements adopted by reference.*)

What happens after the plan is approved?

A **House Location Survey** must be submitted prior to use and occupancy of the improvement. The House Location Survey shows the result of the improvements and serves as a record of the improvements made on the lot. It is kept in the town's files for reference. The survey must be prepared by a certified or licensed surveyor or engineer and must meet certain standards (See [§ 78-202.6\(c\)\(4\)c](#)).

Exterior alterations to any building in the Heritage Preservation District require the review and approval of the

Heritage Preservation Review Board. This involves a separate application and submittal of information about the architectural features of the alteration. Some site plans may require additional review under the town's subdivision regulations in [Chapter 70](#) of the Herndon Town Code. Applicants are encouraged to discuss these possibilities in the pre-application conference.

For all site plans, a Building Permit (if applicable) must be issued within five years, and the building must be completed within the time allowed under the town's building regulations, or the site plan approval shall expire. This period may be extended by six months if a written request is received at least 30 days prior to expiration and if the extension is approved by the Town Council.

What if an approved plan needs a revision?

Consultation with the Zoning Administrator is advised. The applicant should submit an application for a Single Lot Development Plan with a fee and nine sets of drawings showing the revision.

Need more information?

Have a question regarding required permits, the permit process, or application requirements? Call 703-787-7380 or e-mail community.development@herndon-va.gov to make an appointment to see a member of the Department of Community Development.

Have a question regarding Building Permits or construction codes? Call 703-435-6850 or e-mail buildinginspections@herndon-va.gov to make an appointment to see the Building Official.

Visit the Planning and Zoning page on the Town's web site at www.herndon-va.gov to view the Department of Community Development web page for the Zoning Ordinance User Guide series or to access the town code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

**Table 78-202.6: CONTENT REQUIREMENTS FOR SITE PLANS
THAT MAY BE APPROVED ADMINISTRATIVELY (Minor Site Plans, Temporary Use Site Plans) AND
SINGLE LOT DEVELOPMENT PLANS**

	Key: <ul style="list-style-type: none"> Required information 	Single Lot Development Plan	Minor Site Plan	Temporary Use Site Plan
1	Applicable provisions in § 78-201.3, <i>Submittal Requirements</i> .	•	•	•
2	Town cover sheet filled out	•		
3	Identification information on location, owner, developer, contact person's name, address, and telephone number;	•	•	•
4	Pro-rata share calculation for storm drainage, as shown on the cover sheet;	•		
5	Conservation cash escrow (bond) calculation, including: erosion and siltation control, tree protection, tree replacement, new landscape material, and damage to existing utilities, as calculated on the cover sheet.	•		
6	The plan review fee as calculated on the cover sheet	•		
7	Tax map reference number and location of the subject property by street address, Town, County and State;	•	•	•
8	North arrow;	•	•	
9	Date;	•	•	•
10	Number of sheets;	•	•	•
11	Scale at which plan is drawn (1" = 30' minimum)	•	•	•
12	Signature of the preparer	•	•	•
13	Existing topography with a maximum of two-foot contour intervals. Where existing ground is on a slope of less than two percent either one-foot contours or spot elevations where necessary but not more than 50 feet apart in both directions; existing topography shall extend at least 10 feet beyond the boundary of the site.	•		
14	Proposed finished grading by contours supplemented where necessary by spot elevations.	•	•	
15	Location, height, floor elevation, area, proposed and permitted lot coverage, etc. for new structures.	•	•	
16	Over lot grading and drainage, with a storm water narrative setting forth how storm water will drain from the property without adversely affecting other properties or the public storm water system.	•	•	
17	Soil erosion and siltation control measures	•	•	
18	Features described in § 78-513, <i>Single Lot Development</i> , or a request for a waiver from providing such features if the criteria are met.	•		
19	Property corner markers	•		
20	Landscaping plan showing proposed and existing materials.	•	•	
21	Description of location and type of alien, invasive plant species to be removed from the site in accordance with § 78-503.9(a)(2).	•	•	•
22	Existing trees and tree protection measures for trees to remain.	•	•	•
23	All trees located off-site which have drip lines extending into the site shall be shown on the plan and considered as within the site for purposes of protective field practices.	•		
24	Site-specific delineation of Resource Protection Areas	•	•	•
25	Compliance with the Chesapeake Bay Preservation Area Overlay District regulations, or evidence of exemption from approval from Resource Management Area requirements.	•	•	
26	A boundary survey of the property	•	•	

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	Key: <ul style="list-style-type: none"> Required information 	Single Lot Development Plan	Minor Site Plan	Temporary Use Site Plan
27	Existing use of building;		•	
28	Proposed change in use;		•	
29	Proposed building or addition;	•	•	
30	Dimensions and height of structures	•	•	
31	Changes in physical improvements	•	•	
32	Changes in setback lines;	•	•	
33	Lot area, zoning district designation, street address and present record owner of plat;	•	•	
34	A sketch showing the area of proposed activity with signage, display areas, if any, and any proposed illumination. If possible, the sketch should be provided on a copy of a previously approved site plan.			•
35	Hours of operation for the proposed activity;			•
36	The location, type, and size of proposed vehicular entrances to site;	•		•
37	The location, layout, and surface material of the proposed parking area associated with the proposed activity	•		•
38	Any additional information the Zoning Administrator deems appropriate	•	•	•
39	The Zoning Administrator may request additional information, as reasonable, if necessary for the evaluation of the application.	•	•	•
40	Prior to submittal of the application materials, the applicant may request that the Zoning Administrator approve relief from any specific submittal requirements listed in this table, § 78-201.3, <i>Submittal Requirements</i> or elsewhere if the Zoning Administrator or Subdivision Administrator deems such requirements unnecessary for the evaluation of the application.	•	•	•
41	Any additional information that the applicant may desire to provide in the consideration of the application.	•	•	•

User's Guide to the Zoning Ordinance Series

1. Neighborhood Meetings and Public Participation in the Planning and Zoning Process
2. Zoning Map Amendments
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4. Special Exceptions
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6. Single Lot Development
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8. Traffic Impact Studies
9. Subdivision Site Plans
10. Unified Commercial Subdivisions
11. Performance Guarantees
12. Heritage Preservation Regulations
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14. Conducting a Business in the Home
15. Fences
16. Accessory Structures
17. Summary of Permitted and Allowed Uses in the Zoning Districts
18. Summary of Dimensional Standards in the Zoning Districts
19. Commercial Vehicle Parking in Residential Districts
20. Parking on Lots with Single-Family Detached Dwellings
21. Landscape and Buffer Requirements
22. Explanation of Variances, Waivers, Adjustments, and Exceptions
23. Fee Schedule
24. Temporary Use Permits, Special Events
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31. Portable Storage Units
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35. Roll-Off Dumpsters
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